

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M294
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Agency City of Gaithersburg		Division/Unit Community & Public Relations/Cable TV
Item No.	Description	Retention
1	Mayor & City Council Regular Meeting and Work Session Video Archives	Retain 1 year, then destroy
2	Planning Commission Meetings Video Archives	Retain 1 year, then destroy
3	Events, Seminars and Press Conferences Video Archives	Retain 12 years, then destroy
4	Video B-Roll Library – VHS/Sony DVCAM videotape format Includes footage of City events, activities, programs, ribbon cuttings and press conferences	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
Schedule Approved by Department, Agency or Division Representative. Date <u>4-2-14</u> Signature <u>Britta Monaco</u> Typed Name <u>Britta Monaco</u> Title <u>Director of Community & Public Relations</u>		Schedule Authorized by State Archivist Date <u>5-15-14</u> Signature <u>Tim B...</u>